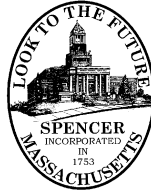


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held December 3, 2014

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David O'Coin
Robert Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Gregory Karpowicz, Chief Water Operator
Carol Dearborn, Clerk

Meeting was called to order at 5:20 P.M.

Invoices were reviewed and signed vouchers.

Read and accepted minutes for November 5, 2014.

5 Casey Street – Water Commissioners reviewed residents' water bills and payments. Robert made motion, David seconded, in favor to make payment agreement. Balance of agreement to be paid in full by April 2015.

4 Bay Path Road – Water Commissioners reviewed residents' water bills and payments. Robert made motion, David seconded, in favor to make payment agreement. Balance of agreement to be paid in full by January 2015.

35 Church Street – Water Commissioners reviewed residents' water bills, payments, and previous payment agreement. Robert made motion, David seconded, in favor to make payment agreement. Balance of agreement to be paid in full by February 2015.

53 Cherry Street - Water Commissioners reviewed residents' water bills, payments, and previous payment agreement. Robert made motion, David seconded, in favor to make payment agreement. Balance of agreement to be paid in full by July 2015.

96 Mechanic Street - Water Commissioners reviewed hardship letter dated November 20, 2014. Reviewed residents' water bills and previous payments. Robert made motion, David seconded, in favor to make payment agreement. Balance of agreement to be paid in full by July 2015.

Schedule A2 Water Enterprise Fund Audit Summary, FY14 Actual Revenues, and FY15 Estimated Revenues – The Water Commissioners' review of A2 Summary had questions related to Health Insurance cost. Mr. Tyler to research summary questions.

Cranberry Well Storage Shed – Robert proposed to have a Contractor come in to give an estimate for storage shed repairs.

Dump Truck – After some discussion regarding repair costs made on current Dump Truck, David motioned using FY16/17 Budget for a 2500HD Pick-Up truck (white) with plow package (no plow), Robert seconded.

Postage Meter for U & F Office – Due to limited staff/service hours within Town Hall, it has been determined a postage meter is needed for Utilities & Facilities Office at 3 Old Meadow Road. After review of Automated Postage Meters, Pitney Bowes DM125 Postage Meter supports mailing needs. Robert motioned, David in favor, pending approval from Sewer Department.

Public Meeting Adjourned at 7:10 pm, motion by David, and seconded by Robert.